

# **RECORD OF SUBSISTENCE EXPENSES FOR TEMPORARY QUARTERS**

Name: \_\_\_\_\_

In order to be reimbursed for subsistence expenses during a change of station, an accurate accounting of these expenses is necessary. This form provides a convenient record of these expenses and, if properly and neatly maintained, will speed up the reimbursement of your travel voucher. It will be to your benefit to use it. This record, if complete and legible, may be forwarded to your travel clerk for inclusion with your travel voucher. Use a separate form for each 30-day period or portion thereof.

Reimbursement shall be only for actual subsistence expenses incurred which are directly related to occupancy of temporary quarters. These expenses include only the following: lodging; (taxes, if applicable, are separately reimbursable) M&IE; (meals and incidental expenses) and any laundry and dry cleaning expenses. In addition, they must be reasonable both in amount and period of time.

Since regulations require a daily breakdown of expenses claimed for determination of reasonableness by the approving official, the format on the reverse is provided. Receipts are required for lodging.

## **NOTE CAREFULLY:**

The amount which may be reimbursed for temporary quarters subsistence expenses for each 30-day period will be the actual amount spent for lodgings and M&IE, Not to Exceed (NTE) the maximum allowable. Daily reimbursement limitations for the employee, spouse and dependents are as follows for employees occupying temporary quarters on or after January 1, 2000. Employees occupying temporary quarters prior to January 1, 2000, should compute reimbursements in accordance with regulations in effect at the time of transfer. Also, these rates apply only to employees transferring to points within the continental U.S. For Temporary Quarters located in Alaska, Hawaii, Puerto Rico, the Commonwealth of the Northern Mariana Islands, Republic of Panama, and other territories and possessions of the United States, (and other non-foreign areas) please refer to the locality rate established by the Secretary of Defense at <http://www.dtic.mil/perdiem/pdrates.html#Complete>.

### **1<sup>st</sup> 30-day period**

	<b>*LODGING</b>	<b>M&amp;IE</b>	<b>NTE MAXIMUM</b>
Employee, or spouse unaccompanied by employee	\$55.00 +	\$30.00 =	\$85.00/ day
Accompanying spouse (.75 of applicable per diem rate)	\$41.25 +	\$22.50 =	\$63.75/ day
Each other family member 12 years or older (.75 of employee/unaccompanied spouse rate)	\$41.25 +	\$22.50 =	\$63.75/ day
Each family member under 12 years (.5 of employee/unaccompanied spouse rate)	\$27.50 +	\$15.00 =	\$42.50/ day

### **For any additional 30-day period, if authorized:**

Employee or spouse unaccompanied by employee	\$41.25 +	\$22.50 =	\$63.75/ day
Accompanying spouse (.5 of applicable per diem rate)	\$27.50 +	\$15.00 =	\$42.50/ day
Each other family member 12 years or older (.5 of employee/unaccompanied spouse rate)	\$27.50 +	\$15.00 =	\$42.50/ day
Each family member under 12 years (.4 of employee/unaccompanied spouse rate)	\$22.00 +	\$12.00 =	\$34.00/ day

\* This rate, multiplied by the number of days in each period, equals maximum allowable NTE actual expenses.

## **COMPUTATION OF MAXIMUM ALLOWABLE TOTAL**

(for obligation purposes only)

Employee, or unaccompanied spouse _____ days @ \$ _____	0.00
Accompanying spouse _____ days @ \$ _____	0.00
_____ family member(s) 12 years or older _____ days @ \$ _____	0.00
_____ family member(s) under 12 years _____ days @ \$ _____	0.00
Maximum Allowable This Period .....	0.00

DATE		LODGING	MEALS			CLOTHING UPKEEP	MEALS AND CLOTHING TOTAL
			Breakfast	Lunch	Dinner		
1 <sup>st</sup>							\$0.00
2 <sup>nd</sup>							\$0.00
3 <sup>rd</sup>							\$0.00
4 <sup>th</sup>							\$0.00
5 <sup>th</sup>							\$0.00
6 <sup>th</sup>							\$0.00
7 <sup>th</sup>							\$0.00
8 <sup>th</sup>							\$0.00
9 <sup>th</sup>							\$0.00
10 <sup>th</sup>							\$0.00
11 <sup>th</sup>							\$0.00
12 <sup>th</sup>							\$0.00
13 <sup>th</sup>							\$0.00
14 <sup>th</sup>							\$0.00
15 <sup>th</sup>							\$0.00
16 <sup>th</sup>							\$0.00
17 <sup>th</sup>							\$0.00
18 <sup>th</sup>							\$0.00
19 <sup>th</sup>							\$0.00
20 <sup>th</sup>							\$0.00
21 <sup>st</sup>							\$0.00
22 <sup>nd</sup>							\$0.00
23 <sup>rd</sup>							\$0.00
24 <sup>th</sup>							\$0.00
25 <sup>th</sup>							\$0.00
26 <sup>th</sup>							\$0.00
27 <sup>th</sup>							\$0.00
28 <sup>th</sup>							\$0.00
29 <sup>th</sup>							\$0.00
30 <sup>th</sup>							\$0.00
TOTAL LODGING		\$0.00	TOTAL MEALS AND CLOTHING UPKEEP				\$0.00